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IN REPLY PLEASE REFER TO:
16:CPO/233

July 21, 2016

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Proposals No. PMB-2016-30, Addendum No. 3
Property Management, Maintenance and Resident Services for Federal Low-
Income Public Housing Properties under Asset Management Project 44 on
the Island of Oahu

This Addendum No. 3 is to 1) provide responses to written questions received up until July 19, 2016 and 2) amend the RFP as follows:

Part I – Written Questions and Responses:

No written questions were received through July 19, 2016.

Part II – Amendments to the RFP:

1. The minimum insurance coverage requirements for Commercial General Liability and Personal Injury Liability in Subparagraph d. Liability Insurance on Page 18 under Section 2. Scope of Work of the RFP is hereby amended to read as follows:

"Commercial General Liability with Personal Injury Liability	\$2,000,000.00 per occurrence for bodily injury and personal property damage and \$2,000,000.00 general aggregate.
	Personal injury liability limit of \$1,000,000.00 per occurrence."

2. Paragraph 3. Administrative Policies on Page 32 under Section 2. Scope of Work of the RFP is hereby amended to read as follows:

“3. Administrative Policies

At a minimum, the Successful Offeror shall maintain its own written policies addressing the following:

- a. Drug Free Workplace Policy;
- b. Sexual Harassment Awareness in the Workplace Policy;
- c. Non-Violence in the Workplace Policy;
- d. Standards of Conduct, **Nepotism, Conflict of Interest**;
- e. Fair Housing Policy;
- f. Language Access Policy;
- g. Safety Plan or Policies; and
- h. Procurement Policy and Procedures.

The Successful Offeror shall disclose all conflicts of interest between the Successful Offeror’s organization and the AMP 44 residents to the HPHA. An initial conflict of interest disclosure shall be submitted by the Successful Offeror within seven (7) business days of the HPHA’s issuance of a Notice to Proceed. Subsequent conflicts of interest disclosures shall be submitted to the HPHA every six (6) months reflective of personnel changes in the Successful Offeror’s organization and/or changes in the AMP 44 resident population.

The Successful Offeror shall provide written documentation not later than 15 days after the notice to proceed that all staff are informed of its requirements and their agreement to comply with said policies. The Successful Offeror shall be solely responsible for the conduct of their employees and for their compliance with its administrative policies.”

3. A new Subparagraph f. is added to Paragraph 5. Annual Income Re-examination on Page 39 under Section 2. Scope of Work of the RFP as follows:

“f. The Successful Offeror shall have access to the Criminal Justice Information System or equivalent criminal justice data center as approved by the HPHA to fulfill the criminal background check requirement in conducting annual income re-examinations.”

4. A new Subparagraph p. is added to Paragraph 8. Accounting and Fiscal Services on Page 45 under Section 2. Scope of work of the RFP as follows:

“p. Make all payments for criminal background check fees. The Successful Offeror shall submit a written request for reimbursement of criminal background check fees on a monthly basis to the HPHA.”

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5. A new Subparagraph i. is added to Paragraph 5. Payment on Page 35 under Section 2. Scope of Work of the RFP as follows:

“i. The HPHA shall reimburse the Successful Offeror for criminal background check fees related to tenant income re-examinations. The Successful Offeror shall submit documentation evidencing the number of criminal background checks processed for the requested period.”

6. All other terms and conditions of the RFP, as amended, shall remain the same.

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6090 should you have any questions. Thank you.



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